

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Title]
[Department]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] at [University Name] as advertised [where you found the job listing]. With a [degree or qualification] in [your field] and [number] years of experience in [relevant experience], I am excited about the opportunity to contribute to [specific department or program].

In my previous role at [Previous Institution/Organization], I successfully [describe a relevant accomplishment or responsibility]. My teaching philosophy centers on [brief description of your teaching philosophy], which aligns with the goals of [University Name].

I am particularly drawn to [University Name] because of [specific reason related to the university or department], and I am eager to bring my expertise in [your area of expertise] to contribute to [specific goals or initiatives related to the university or department].

I have attached my curriculum vitae for your review. I would welcome the opportunity for an interview to discuss how my background, skills, and enthusiasms align with the needs of your department.

Thank you for considering my application. I look forward to the possibility of contributing to the academic community at [University Name].

Sincerely,

[Your Name]

[Attachment: Curriculum Vitae]